



## VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

# JOB OPPORTUNITY

LEGAL ASSISTANT  
LEGAL DIVISION  
Permanent/Full-Time  
\$3,164.00 - \$3,846.00

### POSITION SUMMARY:

Provides support to the Chief Counsel of the Victim Compensation and Government Claims Board.

- Acts as board liaison for the department's monthly meetings of its three-member board. Assists with compliance with the Bagley-Keene Open Meeting Act.
- Performs routine legal research, including research of legislative histories. Researches legislative amendments to the Open Meeting Act. Researches statutes and corresponding regulations affecting the programs administered by the department.
- Reviews legal documents and materials. Reviews and analyzes all incoming subpoenas received by the department. Reviews and analyzes requests for information received pursuant to the Information Practices Act and the Public Records Act.
- Prepares files, correspondence and reports.
- Coordinates the bid protest program and claims filed under Penal Code section 4900 et seq. Monitors applicable deadlines, prepares correspondence, schedules hearings, and performs other tasks as required.
- Redirects or responds to sensitive telephone calls and written inquiries from high level government officials and members of the general public.

### DESIRABLE QUALIFICATIONS:

Ability to interact with individuals at various levels of management and government, staff members and peers; have strong written and verbal communication skills; ability to handle sensitive and confidential assignments with tact and diplomacy; ability to assess the need for and to shift priorities; and proficiency in Microsoft Word. Knowledge of:

- Basic legal concepts, terminology, principles and procedures;
- Use of legal reference material;
- Legal office management principles, methods and procedures.

### WHO MAY APPLY:

Candidates currently in the Legal Assistant classification or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

### SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board  
Attn: Robin Jones/Human Resources  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 324-3252  
rjones1@vcgcb.ca.gov

***Final Filing Date:  
February 17, 2006;  
Or until filled***

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **\*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.\*\***

*Training and development assignments may be considered for most positions.*

California Relay Service: Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

040-150-1820-001